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All persons named in this document are fictitious. Any resemblance to actual persons, living or deceased is coincidental.

For policy concerns regarding information that appears on the Certificate of Death (VS-11e), Disposition Permit, or an amendment form, please refer to the California Birth and Death Registration Handbook, Office of Vital Records 1999, and later updates.

12/01/2009
Getting Started with CA-EDRS

The California Electronic Death Registration System (CA-EDRS) improves the speed of creating, submitting and processing the following:

- **Certificate of Death (VS-11e)**
- **Affidavit to Amend a Record (VS-24e)**
- **Physician/Coroner Amendment (VS-24Ae)**
- **Disposition Permits (VS-9e)**

The CA-EDRS application also helps to reduce errors and omissions in death certificate and amendment records.

About CA-EDRS

The CA-EDRS system offers a web-based application as an online alternative to the paper process of creating and processing death certificates and amendments. Upon logging into the CA-EDRS application, the user is presented with a centralized list of all death certificates associated with his or her organization. From there, the user has the option to create a new death certificate or to select an existing record to update and continue with the submission and registration process.

The CA-EDRS application runs in a web browser, functioning the way many online web applications do by providing fields and menus for the user to enter information; it then processes the data entered. As a web application, CA-EDRS may be used from any computer with a modern browser and Internet connection.

When the user clicks a button on a page displayed in the browser, the browser sends the information on the page over the Internet to a web server. The CA-EDRS application, running on the web server, processes the information, often consulting a database. The application then composes a new web page, and the web server sends it back to the user’s browser. The process happens quickly, however it depends, to some extent, on the speed of the Internet connection.
Technical Requirements

In order to use the CA-EDRS application, you will need:

- An Internet connection
  
  CA-EDRS is an Internet application requiring users to be connected to the Internet in order to access the application. This application may be used with low-bandwidth connections such as low-speed modem (dial up, 28,000 baud), however, we recommend using high-bandwidth connections such as DSL, T1, or cable modem.

- A web browser
  
  Compatible browsers are described on the public CA-EDRS website, at http://www.edrs.us. To set up your web browser, see Configuring Your Web Browser in this guide.

- Adobe Reader © 6.01 or later which can be downloaded for free from http://www.adobe.com

- A laser printer
  
  A black-and-white laser printer is required for printing any official documents intended for local registration. For more general information regarding printing, see Cautions When Printing Official Documents in this guide, and for more technical information on printer specifications visit the CA-EDRS website, http://www.edrs.us.

NOTE: Inkjet, impact or color printers may NOT BE USED to print official documents (or Drop to Paper). Official documents (or Drop to Paper) may only be printed in black ink using a black and white laser printer.

Configuring Your Web Browser

The user’s web browser must be configured as follows:

- Enable pop-ups
  
  The CA-EDRS application utilizes pop-up search/navigation browsers to allow users to search for medical certifiers, funeral homes, and other record information. Many web browsers used today allow the user to disable pop-ups, or the system administrator may have installed software to disable pop-ups. If pop-ups have been disabled, the user will need to change his or her computer settings to enable pop-ups in order to optimally use CA-EDRS.
Enable JavaScript ©

CA-EDRS utilizes JavaScript © to provide easy navigation and facilitate data entry validation in some fields. JavaScript © must be enabled on the user’s browser in order to use CA-EDRS.

Security

The CA-EDRS application has been designed as part of a secure system. Only users with registered usernames and passwords can log into the system. For added security, the system will prompt each user to change his or her password every 60 days, unless the user changes their password more often.

When the user logs into CA-EDRS, the system issues a Secure Socket Layer (SSL) certificate to the user’s computer to be used for the duration of the session. Using SSL, the system encrypts all communication between the user’s computer and the server to prevent eavesdropping. To verify that the system is communicating in secure mode, the user can check the browser’s interface for the "https://" (rather than "http://") prefix in the URL, and look for the padlock symbol displayed in the browser window.

It is important to remember that each and every user shares responsibility for security when using the CA-EDRS application. While the application will automatically log the user off after a period of inactivity, the user should ALWAYS LOG OFF WHEN LEAVING HIS OR HER WORKSTATION to prevent unauthorized access.
Death Certificate Overview

Role of the Funeral Home

The document workflow typically begins when a funeral home creates a new death certificate (DC) record. Generally, funeral home users begin by entering as much as possible of the decedent's personal information (PI) into the electronic death certificate (VS-11e), saving the information into the CA-EDRS database.

After the personal information (PI) is entered, the funeral home can use the following Record Options to prepare the PI section for Authentication:

- Social Security Number Verification (SSNV) must be requested at least once before DC is submitted for registration.
- The embalmer (or funeral home user with power of attorney) must sign the death certificate electronically (if applicable).
- Run PI Validation to check for errors.

When the personal information (PI) section is complete, the user Authenticates PI. To Authenticate PI, the user must confirm that the personal information is correct and accurate to the best of their knowledge. After authentication, the personal information (PI) section of the certificate is locked against further edits.

The disposition permit may be created at any time after the creation of the decedent's record and PI is complete.

Frequently, funeral home users will enter the medical information (MI) provided by the physician. When the medical information (MI) is entered and ready for the physician's signature, authorized users may request remote attestation from the physician. After the physician's attestation is received, an authorized user must review the attestation before submitting the record for registration.

When appropriate, an authorized user will refer the record to the Medical Examiner/Coroner (ME/Coroner) for a coroner referral number and/or attestation (electronic signature). The ME/Coroner may fill out the coroner information (CI) section of the record if appropriate.
Role of the Medical Facility

Authorized medical facility users may also create the new death certificate record when required. When medical facility users begin a new record, they will typically:

- Enter the medical information (MI) provided by the physician.
- Request remote attestation from the physician.
- Refer to ME/Coroner if appropriate.
- Transfer the death certificate record to a funeral home organization to complete registration. Once the death certificate is transferred, the funeral home user will take over processing of the death certificate record by filling out and completing the personal information (PI) section, creating the disposition permit (DP), and submitting the record for registration.

In rare cases, authorized medical facility users may process the entire death certificate record and create the disposition permit (when no funeral home is involved). In these cases, follow the processing guidelines set forth in the Funeral Home Users’ Guide found on the CA-EDRS website at https://www.edrs.us.

Role of the Physician

Once a funeral home or medical facility user has entered the MI provided by the physician, the physician who is responsible for attesting to the accuracy of the MI will receive a fax requesting remote attestation. If the MI is correct, the physician attests remotely using one of the following methods:

- Fax: Physician signs the physician attestation copy (PAC), and then faxes the PAC to the CA-EDRS fax server.
- Voice: Physician calls the CA-EDRS voice server, an interactive voice response system, and then attests by voice.

When remote attestation is requested, the medical information (MI) section of the record is locked, and no further edits are allowed (unless this section is later unlocked by the Local Registrar for corrections).

After the PAC is faxed or the voice attestation is recorded by CA-EDRS, the funeral home or medical facility user is required to review the attestation to check for accuracy, then complete the record and submit the death certificate and disposition permit(s) to the Local Registrar for electronic registration.

NOTE: In rare cases when the physician is required to sign manually (by ink
signature), the funeral home or other authorized user must follow the Drop to Paper (DTP) procedure to print a “drop to paper” copy of the death certificate to be signed. The instructions on how to DTP are included in the Record Options section of this guide.

**Role of the Medical Examiner/Coroner**

If the record has been referred to the Medical Examiner/Coroner (ME/Coroner), an authorized ME/Coroner user will review the record and take the following action(s):

Determine if the record is a coroner case, and assign a coroner status in CA-EDRS:

- **Accept** – If accepted as a coroner case. ME/Coroner must supply a coroner referral number, and attest medical information (MI) and/or coroner information (CI).

- **Report** – If simply a reportable case, the ME/Coroner must supply a coroner referral number. The CA-EDRS uses the Review (REV) as equivalent to Report.

- **Decline** – If not considered a reportable coroner case, the ME/Coroner declines further action and is neither required to supply a coroner referral number nor required to attest. NONE will be entered automatically by the system in the field for the coroner’s referral number.

ME/Coroner users may also create the new death certificate record when needed: enter the MI (and CI if applicable), attest, and request remote attestation from the physician if applicable. Typically the death certificate record would then be transferred to a funeral home organization or medical facility for completion of the personal information (PI) and disposition permit(s), and then be submitted to the Local Registrar for registration.

In cases when no funeral home or medical facility is involved, authorized ME/Coroner users may process the entire death certificate record and create the disposition permit. In these cases, follow the processing guidelines set forth in the*Funeral Home Users’ Guide* found on our website at [https://www.edrs.us](https://www.edrs.us)
Role of the Local Deputy Registrar

The Local Deputy Registrar (LDR) identifies records that have been submitted for electronic registration by the record status SUBM LR. The Local Deputy Registrar reviews each death certificate record submitted for registration, and then accepts or rejects the record.

If record is accepted, the LDR:

- Registers the death certificate (DC) record locally, and then the DC status will change to SUBM SR making it available for State registration.
- Issues the disposition permit(s). After the LDR has issued the disposition permit(s), the funeral home or other authorized user may print official copies.
- Prints official copy of the DC.

If record is rejected, the LDR:

- Indicates reason for rejection, and then unlocks applicable section(s) of the record for correction. When a section is unlocked, any signatures or attestations are void and must be re-attested.

The actions of the LDR are recorded in the decedent folder.

Role of the State Registrar

After the death certificate record is registered by the Local Registration District (LRD), the record status changes to SUBM SR, and is then available for registration by the State Registrar (SR). The SR reviews then registers the record, thereby changing the record status to REG SR.
Navigating CA-EDRS

CA-EDRS is a web-based application created with special features that facilitate fast and reliable navigation through the electronic version of the death certificate, amendment, and disposition permit.

The user can move conveniently from field to field on the electronic form by pressing the TAB key (or move backwards by pressing Shift-TAB), or with the click of a mouse. The field containing the cursor will be highlighted with a light blue background, confirming what field the user has selected on the page.

Logging in to CA-EDRS

To get started, open the Internet browser and navigate to the following URL: https://ca.edrs.us

At the login page (Figure 1), the user must enter his or her unique username and password approved by the CA-EDRS system administrator. The first time a user logs in after receiving a CA-EDRS account, the user will enter the temporary password provided by the CA-EDRS administrator. New users logging in with a temporary password will be prompted to change their password immediately.
The user's new password must be between 8 and 12 characters long and is case sensitive. The following rules apply to passwords:

- Entering an incorrect username and password combination five times, will cause the user to be locked out of CA-EDRS as a security measure. The user must contact the CA-EDRS Help Desk to reset his or her password.

- User passwords expire after 60 days. The CA-EDRS application will prompt the user to change his or her password before it expires.

- The user can reset his or her password at any time [see Editing User Profile and (Figure 2)].

About the Death Certificate Browser

The Death Certificate Browser opens after successful login.
From the *Death Certificate browser* page the following options are available:

- Edit user profile.

- View a list of death certificate records created by or transferred to the user’s organization. The *Death Certificate browser* will not show all of the records in the system, only those that users in the organization are authorized to see. Voided or abandoned records are not displayed. All LRs can see all DCs in their jurisdiction.

- Search for an existing death certificate record.

- Create a new death certificate record.

Each record shown indicates that a decedent's Death Certificate has been created, but not necessarily completed. Any subsequent documents created for the decedent, such as disposition permit(s) or amendment(s) will be housed within the death certificate record.

The CA-EDRS application assigns a unique record number and status to each record. The record number is only used in the CA-EDRS system, and should not be confused with the local registration number (LRN) or the State file number (SFN) that is assigned to the death certificate when registered (see View DC Records in Figure 2). Additionally, the system assigns a document tracking number (DTN) when the registered official document is printed. The DTN appears as a barcode at the bottom of the official document, and it is used by the State Office of Vital Records and CA-EDRS.
Edit User Profile

Users may edit personal contact information or change their password at any time. Just select Profile at the top of the Death Certificate Browser (Figure 3).

![Figure 3](image)

The Update Personal Profile screen (Figure 4) will open for editing.

![Figure 4](image)

This screen (Figure 4) is divided vertically into two panes. The information within the right pane can be updated by the user. However, the information within the left pane can only be changed by a system administrator. Complete and send an Account Maintenance Form to update the information on this side to the CA-EDRS Help Desk.
Personal Search Filters

CA-EDRS provides the ability to save any combination of search criteria as a saved filter. This feature is useful when the same search criteria are used frequently.

To create, edit, or delete a saved filter, select Manage Search Filters on the Death Certificate Browser as shown below (Figure 5).

From the Manage Personal Search Filters page (Figure 6), the user can do the following:

- Create a new search filter – enter the desired combination of search criteria, a filter name, and then click “Save as New”.
- Edit an existing filter – select the filter name from the list, change appropriate search criteria, then click Save.
- Delete an existing filter – click on the trash can icon next to the filter to be deleted.
- Default filter – the user may choose one filter for a personal default filter.
In CA-EDRS, certain data fields will allow the user to select the appropriate entry by using a dropdown menu or search browser. If a field displays the magnifying glass icon (Figure 7), click on the icon to select from a list of valid entries.

Using the magnifying glass icon in field 9 (Figure 8) of the electronic death certificate as an example, the user can open the Birth State/Foreign Country search browser (Figure 9).
The user can narrow the search by entering the first few letters of the State or Country in the Country/Providence search field, then click Search (Figure 10).

![State, Foreign Country and Province Browser](image)

Figure 10

When the appropriate entry is found, click on the desired selection underlined in blue, then the appropriate field(s) will automatically be populated with that information or an appropriate abbreviation, if applicable (Figure 11).

![9. BIRTH STATE/FOREIGN COUNTRY](image)

Figure 11
Calendars

For fields that require dates, the calendar feature allows the user to select the appropriate date from a calendar rather than entering the date manually.

NOTE: When choosing the calendar icon the current month and year appear.

To use the calendar feature, click on the calendar icon next to the date field and choose a date using the calendar browser (Figure 12). The date selected will automatically be populated in the appropriate field(s). This feature may not be convenient for entering dates that are years in the past, such as the decedent’s date of birth.

![June 2010 Calendar]

NOTE: CA-EDRS recommends using these features whenever available. By using dropdown menus, pop-up search browsers, and calendar features, mistyping errors are reduced and this improves data quality.
Electronic Signatures

Electronic signatures are represented in CA-EDRS as follows:

**Embalmer's Signature**

The Embalmer's electronic signature is represented by the Embalmer’s name followed by the black and white eSignature symbol (Figure 13).

![Figure 13](image1)

**Medical Certifier's Signature**

When the Medical Certifier attests electronically using remote attestation, the physician's name will appear followed by the FAX or VOICE signature symbol (Figure 14). Click on the blue icon next to the Medical Certifier’s black and white eSignature to view or listen to the physician's attestation. A limited number of Medical Certifiers are able to electronically sign with eSignature.

![Figure 14](image2)

**ME/Coroner's Signature**

When the ME/Coroner attests electronically, the black and white eSignature symbol will be next to the Coroner’s name (Figure 15).

![Figure 15](image3)
Blanks

In most cases, it is unacceptable to leave a data field entirely blank. If necessary to leave a field blank, enter a single hyphen (-) if allowed, or follow the field specific requirements stipulated in the California Birth and Death Registration Handbook.

For example, even if a decedent is identified as never married in field 12 of the death certificate, the user must enter hyphens in fields 28-30 related to surviving spouse.

Getting Help

For questions regarding what information to enter in a specific field in the death certificate record, the CA-EDRS application provides quick access to an electronic copy of the California Birth and Death Registration Handbook. To view the handbook for a specific topic, click the question mark symbol next to the field that requires clarification.

For example, the decedent did not have a social security number, and the user does not know what to enter in field 10. Click on the question mark symbol (Figure 16) to open the relevant page from the California Birth and Death Registration Handbook (Figure 17).
Additionally, users can view a complete section of the handbook by selecting the appropriate link at the bottom of the CA-EDRS browser page Guidelines (Figure 18).

Backspace Caution

CAUTION: Do not use the backspace key or the backspace arrow (Figure 19) on the Internet browser while using the CA-EDRS application. Backspacing while using the CA-EDRS application may result in the loss of any unsaved data. Instead the application provides the user with ways to navigate.
Figure 19

Viewing Working Copy

The user should review the Working Copy of the death certificate, amendment or disposition permit prior to using any of the following Record Options:

- Request Remote Attestation
- Request SSN Verification
- Submit for MI review
- Drop to Paper
- Submit for Registration
- Issue Permit (disposition permit only)
- Transfer record
• Register DC or Amendment (LDR roles only)
• Attesting (ME/Coroner only), or electronically signing an amendment

Select Print Working Copy from the Record Options menu (or Amendment Options menu for amendments, and Permit Options menu for disposition permits) to view a PDF copy of the record. By reviewing the Working Copy, the user can catch unintended mistakes and make sure the data entered is accurate and will fit into the space provided for each record field when the official copy or Drop to Paper copy is printed.

Cautions When Printing Official Documents

CAUTION: When printing any official document (or when printing Drop to Paper) from CA-EDRS there are specific requirements that must be met. Failure to adhere to all requirements may result in the rejection of the document by the Local or State Registrar.

Refer to the following guidelines before printing an official document:

• Print at 100% size (Page Scaling should be set to None) (figure 20).
• Print using black ink only (no color).
• Print using a laser printer only.
• Print using the proper orientation.
• Death certificates and amendments must be printed on the official paper supplied by the State of California and distributed by the Local Registrar offices. There is an exception for paperless counties; they use plain paper.
• Disposition permits may be printed on plain white paper.
Figure 20
Death Certificate Records

The electronic Certificate of Death, State of California form VS-11e requires the same information as the paper form, VS-11.

- **Personal Information (PI)**
  
  Fields 2, 4, 5, and 9-38 on the VS-11e are considered personal information about the decedent.

- **Medical Information (MI)**
  
  Fields 1, 3, 6-8, and 101-118 are considered medical information, including the physician's attestation.

- **Coroner Information (CI)**
  
  Fields 119-128 are considered coroner information, and are only filled out by the ME/Coroner if required.

In general, refer to the most recent version of the California Birth and Death Registration Handbook for instructions on how to complete the VS-11e form.

**NOTE:** In some circumstances, fields 1, 3, and 6 (first name, last name, and sex) are considered both PI and MI. These fields may be locked when either the PI or MI sections are locked.

Create New Death Certificate Record

![Create New Death Certificate Record](image)
From the *Death Certificate Browser* page (Figure 2), go to Record Options then select Create Record (Figure 21).

The *Create New Record* page (Figure 22) will open, where you will be required to provide the following four pieces of decedent information to continue:

- **First name of the Decedent**
- **Middle name of the Decedent** (if none, enter a dash (-), do not leave blank)
- **Last name of Decedent**
- **Date of Death**: Select the calendar icon next to the field and click on the appropriate date of death, or enter the date in the mm/dd/yyyy format (for example, 10/30/2007).

- **Local Registration District** where the death certificate record is required to be filed. As soon as the new death certificate record has been created, field 104 (and in some cases field 106) on the electronic death certificate will be automatically completed with this information.

**NOTE:** When ME/Coroner users create a new record, the Local Registration District and County of death information automatically defaults to the ME/Coroner's jurisdiction, and the coroner referral status defaults to ACC (accepted).

Click the Continue button to create the new record.
Find an Existing Record

Use the Certificate Browser page to search for existing (all or part of the) decedent records (Figure 23). When looking for a specific record, search by first name, last name, or at least the first few letters of the name. Use the decedent's record number if it is known. Conduct a general search to find groups of records using date of death or record status, or enter multiple search criteria to refine search results.

NOTE: Remember to click the Reset button between searches to clear previous search criteria. Examples of how to search:

Find a specific Decedent's record...

- Search by Decedent's name:

  Enter the first and/or last name of the decedent (or at least the first few letters of the name), then click the Search button. Depending on the name information entered, this search may retrieve a list which includes the appropriate record.

- Search by CA-EDRS record number:

  - Enter the record number, then click the Search button.
Enter the CA-EDRS record number, and then click the Search button.

Find a group of records with criteria in common...

- Search by Date of Death, coroner referral status, MI review status and more.

Just select the criteria to search by, and then click the Search button

Use Custom Column options to display results in order by date, time or status...

- Select desired Custom Column to organize search results:

Use a desired search filter as explained above or use a saved filter to find records fitting specific criteria. Then, select desired custom column by clicking on its radio button. Click on the custom column header label to order the records displayed in ascending or descending order (Figure 24).

NOTE: Please see additional ways to search for records and/or display custom columns in the Appendix at the end of this guide.
Duplicate Records

When a new record is created, CA-EDRS searches for existing records with the same or similar first and last names which have been created within the user's organization or jurisdiction. If CA-EDRS finds a potential duplicate within the user's organization, the Potential Duplicate Browser (Figure 25) opens, where the user may view the existing record by clicking on the decedent’s name. If the new record is a duplicate of the existing record, the user can continue working in the existing record. If the new record is not a duplicate of the existing record, the user may select the Continue to New Record button to proceed with creating a new record.

If CA-EDRS finds potential duplicate records created by another organization within the user’s jurisdiction, they will be listed under a different heading called “Other Potential Duplicates in Jurisdiction” within the Potential Duplicate Record Browser (Figure 26). The user may view the first and last name, date of death and creating organization’s name of the potential duplicate record, but will not have access to the other organization’s record. The user must contact the organization that created the possible duplicate record to confirm if they are attempting to work on the same record, and if so, the creating organization may transfer the record.
Completing the Death Certificate

The electronic death certificate may be created and completed by the funeral home, medical facility, ME/Coroner or a combination thereof. Depending on the facility that creates the record, and the information available, the user may complete the PI and MI sections in whatever order is convenient, or even simultaneously. The CI section can only be completed after a record has been referred to the ME/Coroner.

Only characters that are on the standard keyboard are allowed in the CA-EDRS application and of those some are restricted in certain fields. Using special characters (such as #, %, &, *, @, etc.) could cause a delay in the processing of the document. Some characters like the degree symbol (°) must not be used; use the word “degree” instead. The user should only enter punctuation characters such as the period, comma, dash, apostrophe, forward slash, and colon.

Unlocking Records

Once a section of the death certificate is locked, it is no longer editable. If the death certificate is not yet registered, the Local Registrar can unlock the PI, MI, and or CI section(s) to allow you to make corrections. If the death certificate is rejected, the Local Registrar must unlock at least one section for correction.

Keep in mind, however, when a section is unlocked, any electronic signature associated with that section will be deleted. Therefore, if the PI is unlocked, you will need to re-sign as embalmer and re-authenticate PI. If the MI is unlocked, the physician and/or ME/Coroner must re-attest. If the CI is unlocked, the ME/Coroner must re-attest.

Review Remote Attestation Media

Remote attestation (RA) is the method by which the physician or medical certifier may attest to the MI (medical information) electronically in CA-EDRS. The physician may attest remotely via FAX or VOICE. The physician will attest either by signing and FAXING the "Physician Attestation Copy" (PAC) to the CA-EDRS fax server, or by calling the CA-EDRS VOICE server to record his or her VOICE attestation. Once the RA is received by FAX or VOICE, the physician's remote attestation may be viewed or heard by clicking on the BLUE ICON next to the physician's eSignature on the Death Certificate screen (Figure 27).
Click on the blue icon next to the Medical Certifier's eSignature to view an image of the FAXED document or listen to the physician's VOICE attestation which must include the certifier's license number.

Funeral home or medical facility users are required to review the physician's remote attestation to confirm that it is acceptable prior to submitting the electronic death certificate for local registration.

Submit to Local Registrar for Registration

The option to "Submit to Local Registrar" will not be available to users until record status is COMP (complete). The record status will change to COMP when the following actions have been taken:

- Social Security Number Verification (SSNV) has been requested.
- PI section has been authenticated (AUTH).
- MI has been attested (ATT).

After the record status changes to COMP, the option to "Submit to Local Registrar" will appear in the Record Options menu. Before submitting for local registration, confirm that the disposition permit(s) has been created online.

Also, users should contact the jurisdiction of the decedents' death for county specific requirements related to filing the death certificate. If the Local Deputy Registrar (LDR) determines that the record and permit(s) are acceptable for registration, then he/she will register the death certificate and issue the disposition permit(s). However, if the LDR determines that the record and/or permit(s) are not acceptable for registration, he/she will reject the record and will indicate the reason for the rejection and also will unlock the PI, MI, and/or CI to allow the user to make corrections.
Abandon a Death Certificate

Occasionally an unregistered death certificate record must be abandoned in order to remove it from the user's Certificate Browser. For example, a duplicate record was created by mistake, or some other extenuating circumstance prevented the record from being completed and registered. Only a registrar can abandon a record. Contact the LRD to request a record be abandoned.
Record Options

Some of the most useful tools for processing the electronic death certificate in CA-EDRS are found in the Record Options menu (Figure 28). The menu of available record options will change as the record is processed, depending on the record's status. Available options also depend on the specific user's role.

![Record Options](image)

<table>
<thead>
<tr>
<th>Record Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decedent Folder</td>
</tr>
<tr>
<td>Save</td>
</tr>
<tr>
<td>Transfer Record</td>
</tr>
<tr>
<td>Refer to ME/Coroner</td>
</tr>
<tr>
<td>Authenticate FI</td>
</tr>
<tr>
<td>Sign as Embalmer</td>
</tr>
<tr>
<td>Request SSN Verification</td>
</tr>
<tr>
<td>Request Remote Attestation</td>
</tr>
<tr>
<td>Print Working Copy</td>
</tr>
</tbody>
</table>

**Figure 28**

Decedent Folder

Choose the Decedent Folder option (Figure 29) to view various record statuses, as well as messages/ reasons related to a registrar declining to register a record or approve MI review (Figure 30).

![Decedent Folder](image)

**Figure 29**
Save Often - F8

Avoid losing work in CA-EDRS; SAVE OFTEN using either of the following two methods:

- Select Save from the Record Options menu. (Figure 31)
- Click the “F8” hot key from the keyboard to save. (Figure 32)

Note the confirmation message: “Record has been updated and saved successfully”, outlined in yellow at the top of the screen (Figure 33).
Print Working Copy

The Print Working Copy option creates a PDF file of the death certificate (form VS-11e) displaying the information saved in the database at that moment in time. Typically, the Working Copy is visually reviewed on screen when proofing for errors. However, this copy may also be printed. “WORKING COPY” is printed across the form, and the username and date/time is stamped on the bottom of the form (Figure 35).

NOTE: Do not distribute a Working Copy. It is an unofficial copy and has no legal validity. Local Registration Number(s), State File Number(s), eSignature icon(s), and FAX/VOICE attestation icon(s) are all redacted and will not be printed on a Working Copy.
Figure 35

CA-EDRS Medical Examiner/Coroner User Guide Version 2.7

Username and date/time stamped at the bottom

"Working Copy" is printed across the form
Accept Record

Use the Accept Record option (Figure 36) to update the coroner status for a referred record (REF).

The coroner status may be updated anytime before the record is submitted for registration; unless the ME/Coroner has already attested (attestation status is ME/C ATT).

The three ME/Coroner statuses are:

- Accept (ACC)
  
  You have determined that this is a coroner case requiring assignment of a coroner referral number and the ME/Coroner must attest.

- Reviewed (REV)
  
  You have reviewed this record and determined that this is a reportable death requiring only a coroner referral number. ME/Coroner attestation not required.

- Declined (DECL)
  
  You have reviewed this record and determined that no further action is required. ME/Coroner has declined this case; therefore, no coroner referral number or attestation is required. The system will enter NONE in the coroner referral field on the death certificate form.
Go to Record Options and select Accept Record (Figure 36), click one of the three coroner status checkboxes (Figure 37), then enter a coroner referral number if applicable, and click Continue. The coroner status for this record will now be updated to ACC, REV, or DECL.

Attest Medical Info

This option allows the ME/Coroner or Deputy Coroner to attest (electronically sign) the MI and/or CI section(s) of the death certificate.

Select Attest Medical Info from Record Options (Figure 38).

User must confirm that he or she has the legal authorization to sign/attest the death certificate, and to the best of the user's knowledge, the death did occur at the hour, date, place, and from the causes stated. Select the YES checkbox, and then click Continue (Figure 39).
The MI and CI sections of the death certificate will be locked (not editable) subsequent to ME/Coroner attestation.

The ME/Coroner or Deputy Coroner user's name and title are automatically entered as they appear in his or her user profile. The ME/Coroner or Deputy Coroner's electronic signature will appear on the death certificate as his or her name followed by the eSignature icon. If the user's name is incorrect in his or her user profile, submit an account maintenance form available at https://www.edrs.us.

View Record History

The View Record History option allows you to view the activities or functions performed by any user for a given record. You can search by activity, username, and/or date/time (Figure 40).

In the browser you can search by activity, username, and/or date/time.
Export Case

Case-based data export allows for a single case export in real-time as the user is accessing the record online (Figure 41).

The file produced by CA-EDRS is in Tab Separated Value format, which can be imported by several available desktop programs or other applications (Figure 42).
Transfer Record

Transferring a record created by the user's organization to a funeral home or medical facility allows the transeree organization to access the record.

The ME/Coroner's office may transfer to another ME/Coroner's office, or to a funeral home and/or a medical facility.

- Select Transfer Record from Record Options (Figure 43).
- Select a funeral home, medical facility, or another ME/Coroner's Office from the dropdown list.
- Click Continue (Figure 44).

Additional Record Options

In rare cases when no funeral home is involved, ME/Coroner staff may need to complete the entire death certificate and disposition permit, and registration process. Designated ME/Coroner Staff have access to funeral home functionality required to process a record from creation through registration. Please refer to Appendix B of this guide for additional record options, or refer to the *Funeral Home Users’ Guide*.
found at http://www.edrs.us, when you need to act in lieu of a funeral home (e.g., an indigent decedent).
Validation

Validation is a valuable feature designed to detect common errors. Validation not only reduces the number of rejected death certificate records, but also reduces the need for amendments at a future date. Validation provides quality control of the death certificate information through multiple checks and cross-checks of the information saved in each field against State data quality criteria. Validation alerts the user to obvious mistakes, missing values, formatting errors, disallowed entries, incorrect date sequences, and inappropriate cross field edits.

A cross field edit compares two or more related fields, pointing out inconsistent or incomplete entries. For example: if decedent's sex (field 6) is female, validation cross checks field 113a (pregnancy) to verify that the field has been completed.

Examples of PI validations include the following:

- Marital status and the completion of spouse's name fields.
- Spelling or inappropriate entries in Hispanic and Race field(s).
- Cross field edit between the decedent's age (field 5) and years in occupation (field 19) or education level (field 13).

Validation for medical spell check goes over the entries in MI fields 107A, 107B, 107C, 107D, 112, and 113. Cause(s) of death, significant conditions and surgeries are spell checked against the reference list provided by the National Center for Health Statistics (NCHS). If the individual words in these fields are not found in the list, a warning message of possible misspellings will be displayed.

Validation for medical information (Validate MI) also checks MI fields 107A, 107B, 107C, 107D, 112 and 113 for non-standard characters and special characters that are not acceptable in the CA-EDRS system. If any unacceptable characters are found in these fields upon validation, a red error message will be displayed, indicating which characters need to be removed or corrected before proceeding.

Note: A few correctly spelled medical words are not included in the NCHS list and may be overlooked by SpellCheck MI validation. Also, some foreign spellings are included in the list that may be considered incorrect in California.
Validation will result in three types of responses:

- If validation is successful, a message indicating data has been successfully validated is displayed outlined in yellow at the top of the death certificate screen.

- Error messages will be displayed outlined in red at the top of the death certificate screen (Figure 45) with a red arrow also displayed in the field(s) that contains error(s). Error messages outlined in red indicate information that must be corrected before proceeding.

  ![Figure 45](image)

- Warning messages will be displayed outlined in yellow at the top of the death certificate screen (Figure 46), indicating possible error(s). Warnings should be reviewed to confirm that the information is indeed correct before proceeding.

  ![Figure 46](image)

Validation does not catch all typographical errors, therefore it is very important to use all validations and carefully review the information before authenticating PI, submitting MI for LR review, or requesting remote attestation. View the Print Working Copy to proof read for errors, and make sure the text for each field fits in the box.

**Validate PI**

Validate PI only checks for errors in the PI section. This process also confirms that the embalmer has signed (unless field 42 indicates NOT EMBALMED), and conducts cross field edits on related PI fields.
Validate MI

Validate MI only checks for errors in the MI section. This validation should be run prior to submitting MI for LR review, before requesting remote attestation, or before ME/Coroner attestation.

SpellCheck MI

SpellCheck MI compares the spelling of individual words entered in fields 107A, 107B, 107C, 107D, 112, and 113 against the reference list provided by NCHS. It does not check MI for accuracy or logic.

Validate CI

Validate CI only checks for errors in the CI section. This validation should be run prior to ME/Coroner attestation.

Validate PI/MI/CI

Validate PI/MI/CI checks all sections of the death certificate for errors, and should be run before MI and/or CI are attested.

Validate for Submission

Validate for Submission checks all sections of the death certificate for errors, including dates attested. This validation should be run after MI and/or CI attestation.
Amendment Overview

The Affidavit To Amend a Record (form VS-24e) is referred to as the general amendment (GA) in CA-EDRS. The general amendment is used to correct PI (decedent's personal information) on a death certificate record that has already been registered at the local and/or State level. The designated funeral home user typically creates the general amendment.

The Physician/Coroner Amendment (form VS-24Ae), is referred to as the Physician/Coroner amendment in CA-EDRS. A Physician/Coroner amendment corrects MI and CI (decedent’s medical and coroner information) on a death certificate record that has already been registered at either the local or State level. Generally it is Medical Examiners, Coroners, and designated ME/Coroner users that will create the Physician/Coroner amendment, for the ME/Coroner's electronic signature. On occasion, designated funeral home and medical facility users may create a Physician/Coroner amendment to be printed using Drop to Paper for the physician or coroner's manual ink signature.

Only one incomplete amendment (general or Physician/Coroner amendment) may exist in CA-EDRS at one time. Only after an existing amendment is registered, voided or abandoned may another amendment be created. A blank amendment cannot be submitted for registration or dropped to paper.

For ease of use, the CA-EDRS applications enables the user to create and edit an amendment on a page that looks like the death certificate form, while the page is labeled the General Amendment to the Death Certificate. However, when the user views the amendment Working Copy or Print Drop to Paper, the PDF version is formatted to the specifications of the State of California form VS-24e or VS-24Ae.

CA-EDRS will automatically create additional amendments pages if the amended information exceeds the space available on a single amendment form page, and any electronic signatures will be reproduced on each page.
Role of the Funeral Home

A funeral home typically creates a general amendment to correct errors in the personal information (PI) section of the registered death certificate.

The general amendment must be signed by two persons having knowledge of the facts, and the two persons are designated as First Person and Second Person on the amendment form. Signatures may be provided by the following means:

- Two different CA-EDRS users can provide signatures electronically. If both First Person and Second Person sign electronically, the resulting amendment may be submitted electronically for registration.

- One CA-EDRS user can sign electronically as First Person, then the general amendment is printed using the Drop to Paper option, so that the Second Person (who does not have a CA-EDRS account) may sign manually. If any of the required signers do not have a CA-EDRS account, the document may only be submitted manually for registration.

- The general amendment is created in CA-EDRS, and then printed using the Drop to Paper option, so that both the First Person and Second Person may sign manually. If both of the required signers do not have a CA-EDRS account, the document may only be submitted manually for registration.

Upon direction by the physician or ME/Coroner, the funeral home or medical facility may create and prepare a Physician/Coroner Amendment for the physician or coroner's ink signature. In these cases, designated funeral home or medical facility users are able to amend the MI (medical information) section of the registered death certificate, then use Drop to Paper procedure to obtain physician/coroner's manual ink signature, and then submit the signed paper amendment for registration.

Role of the ME/Coroner

Authorized ME/Coroner users typically create a Physician/Coroner amendment to complete a pending coroner case. The Physician/Coroner amendment may be used to correct or complete information in any section of the registered death certificate. The Medical Examiner, Coroner, or Deputy Coroner electronically signs the amendment.

Since the signature is electronic, the amendment can be submitted for registration electronically.
Role of the Local Deputy Registrar

When the death certificate has been registered locally, but not yet at the State level, the Local Deputy Registrar can register an amendment to the death certificate. Once the amendment is registered locally, the official document is sent to the State Registrar.

If an amendment is submitted electronically, the Local Deputy Registrar generally:

- Registers the amendment electronically.
- Prints official copies with the Local Registrar’s eSignature, date registered, and LRN.
- Uses the printed official copy to issue certified copies, then it is forwarded to the State Registrar.

If an amendment is submitted as paper with manual signature(s), the Local Deputy Registrar will generally:

- Update the signature information in the database.
- Register the amendment in CA-EDRS, then prints the Local Registrar’s eSignature, date registered and LRN onto the submitted official paper document.
- The official paper document (with manual signatures) is used to issue certified copies, and then is forwarded to the State Registrar.

Note: The Local Deputy Registrar cannot register an amendment if the decedent's death certificate has already been registered with the State Registrar.

Role of the State Registrar

When an amendment is registered by the Local Deputy Registrar, the official paper document is forwarded to the State Registrar, where it is registered at the State level. The State Registrar's office then prints the SFN on the official document.

When an amendment is submitted, and the associated death certificate has already been registered by the State Registrar, then the amendment must be registered by the State Registrar.
If an unregistered amendment is submitted electronically, the State Registrar generally:

- Registers the amendment electronically
- Prints official copies with the State Registrar's eSignature, date registered, LRN, and SFN.
- Uses the printed official copy to issue certified copies by either the State or Local Registrar.

If an unregistered amendment is submitted as paper with manual signature(s), the State Registrar will generally:

- Update the signature information in the database.
- Register the amendment in CA-EDRS, then print the State Registrar's eSignature, date registered, LRN, and SFN onto the submitted official paper document.
- The official paper document (with manual signatures) is used to issue certified copies by the State Registrar, and a local file copy is sent to the Local Registrar's office to issue certified copies locally.

Note: The State Registrar cannot register an amendment if the decedent's death certificate has not yet been registered with the State Registrar.
Amendment Basics

A new amendment may only be created if the associated death certificate is registered (record status is SUBM SR or REG SR) and all previous amendments are registered (amendment status is REG) or deleted (amendment status is ABAND or VOID).

Users cannot ‘Sign’ or ‘Drop to Paper’ amendments with no change. This is to prevent ‘blank’ amendments.

Create a New Amendment
The Amendment Options menu will only appear after the death certificate has been registered. Select Create Coroner Amendment from the Amendment Options menu (Figure 48) to create a Physician/Coroner amendment (Figure 47). Then the Coroner Amendment to Death Certificate screen will open (Figure 49).

Find an Existing Amendment

The Amendment Browser displays a list of the existing amendment(s) associated with the death certificate. The Amendment Browser also displays useful information such as type of amendment (general or Physician/Coroner) and amendment status.

To find an existing amendment, search the Death Certificate Browser for the desired decedent record, and then select the appropriate record (Figure 50).
When the death certificate record opens, go to Amendment Options and select Find Amendment (Figure 51).

The Amendment Browser will open, displaying a list of existing amendments associated with the death certificate record. Click on the appropriate amendment to open the Coroner Amendment to the Death Certificate page (Figure 52).

Completing an Amendment

The web page screen to complete the amendment looks like the death certificate screen. Fields that may be amended are unlocked for editing, fields that are locked (displayed in bold) are not editable. Edit only the field(s) necessary to correct the desired information. (Figure 53).
Run validations and review the Working Copy before obtaining signatures. Blank amendments are not acceptable, and users will not be given the option to sign, submit or drop to paper if no field edits have been made.

When entering a long name, the data entry screen may change appearance to accommodate the extra characters.

NOTES:

- When amending the AKA field, if any one or a combination of first, middle, or last name are changed, the amendment will display all AKA values (first, middle, and last names).

- When amending the race field, if any one or a combination of the three possible entries for race is changed, the amendment will display all the entries in the race field (including any race fields left blank).

- Fields 112 & 113 on the Physician/Coroner amendment have been altered to allow the ME/Coroner to enter up to 4000 characters in each field (whereas fields 112 and 113 of the death certificate are limited to 240 combined characters).

**Amendment Signature**

When electronically signing a Physician/Coroner amendment, the user must log in using his or her unique user name and password. It is a violation of security to use another person’s login. The user’s eSignature will automatically be displayed as the users name is listed in his or her user profile, followed by the eSignature icon. After the eSignature is affixed, the amendment fields are locked and no longer editable.

NOTE: If the user’s name is incorrect in his or her user profile, submit an account maintenance form to CA-EDRS. Instructions for submitting the form are available on the CA-EDRS web site at [https://www.edrs.us](https://www.edrs.us).

Only a system administrator can update a user’s name in the user profile.

**Submitting for Registration**

After the Physician/Coroner amendment is signed electronically, the amendment status changes to complete (COMP). The amendment may now be submitted electronically for registration.

If manual signature(s) were required, the printed official amendment must be submitted for registration.
Abandon an Amendment

Occasionally an unregistered amendment must be abandoned in order to allow another amendment to be created. Only a Registrar or ME/Coroner can abandon an amendment. Physician/Coroner amendments to amend pending causes of death have priority over general amendments which are used to amend only PI. The Coroner may abandon a general amendment in order to expedite the completion and registration of a Physician/Coroner amendment.
Amendment Options

The Amendment Options menu allows the user to manage an amendment through various stages of completion.

Save - F8

Save the amendment OFTEN using either of the following methods:

- Select Save from the Amendment Options menu (Figure 54).
- Press the "F8" hot key on the keyboard (Figure 55).

Note the confirmation message: "The amendment has been updated and saved successfully." (Figure 56)
Print Working Copy

**Amendment Options**
- Decedent Folder
- Find Amendment
- Abandon
- Save
- Update Signatures
- Sign First Person
- Drop To Paper
- Print Working Copy

The Print Working Copy option creates a PDF file of the amendment (VS-24Ae) displaying the information saved in the database at that moment in time (Figure 57).

Typically, the Working Copy is visually reviewed on screen when proofing for errors. However, this copy may also be printed. “WORKING COPY” is printed across the form (Figure 58).
The username and date/time is stamped on the bottom of the form (Figure 59).

Note: Do not distribute a Working Copy. It is an unofficial copy and has no legal validity. Local Registration Number(s), State File Number(s), and eSignature icon(s), are redacted and will not be printed on a Working Copy.

Attest

The Medical Examiner, Coroner or Deputy authorized to sign the amendment must log into CA-EDRS using his or her unique user account.

Select Attest from the Amendment Options menu (Figure 60).

The ME/Coroner user’s name is automatically entered as it appears in his or her user profile. User must click the Attest Amendment checkbox to confirm that he or she is legally authorized to sign/attest the Physician/Coroner amendment to the death certificate, and to the best of his or her knowledge, the death did occur at the hour, date, place, and from the causes stated. Click Continue to affix eSignature (Figure 61).
Note: Users attesting to a Physician/Coroner amendment may sometimes get an error message regarding PI (personal information) items. Over time, new or improved validations are added to the system. As a result, if the user is amending a death certificate that was registered prior to one of these validation updates, when the user goes to attest (sign) or validate the amendment, an error messages related to previously registered information may be displayed.

For example, early versions of CA-EDRS did not check for the embalmer's signature on the death certificate before registration. Current validations would point out this error; however, if the user is not amending the embalmer's signature, the user may review and disregard the error message, and proceed with attesting the amendment.

Validation for medical information (Validate MI) now checks MI fields 107A, 107B, 107C, 107D, 112 and 113 for non-standard characters and special characters that are not acceptable in the CA-EDRS system. If any unacceptable characters are found in these fields upon validation, a red error message will be displayed, indicating characters to be removed or corrected before proceeding.
Submitting the Amendment Electronically

The Submit option (Figure 62) only appears after the amendment is COMP (complete). An amendment is complete only after the ME/Coroner has signed electronically. The ME/Coroner or designated ME/Coroner users can submit the amendment for registration.

Click the Yes checkbox to confirm the desire to submit this amendment, and then click the Submit Amendment button (Figure 63).
Note the confirmation message: "The amendment has been submitted successfully" outlined in yellow at the top of the screen (Figure 64).

### Abandon

A ME/Coroner can abandon an unregistered amendment in order to create a Physician/Coroner amendment. Physician/Coroner amendments, which are used to amend pending causes of death, have priority over general amendments in order to expedite pending coroner cases.

Only a Registrar or ME/Coroner may abandon an amendment.

- Select Abandon from Amendment Options (Figure 65)

- Click the Yes checkbox to confirm the user's intent to abandon the amendment and then click Continue (Figure 66).
Find Amendment

To return to the Amendment Browser page, select the Find Amendment menu option.

Decedent Folder

To return to the decedent folder page, select the Decedent Folder menu option.

Case Export

To generate a case export with amended information, select Case Export from Amendment Options.
Amendment Validation

There is one validation menu option for general amendments, and two validation options for Physician/Coroner amendments.
Validate Amendment

Validate Amendment runs all the validations of the original death certificate to prevent errors from being introduced. Amendment validation checks all the new amended field values and all previously entered values from the death certificate and any prior amendments for errors.

Successful validation messages, error messages, and warning messages are displayed on the amendment screen just as they are on the Death Certificate screen (Figure 67).

Note: Validation now checks MI fields 107A, 107B, 107C, 107D, 112 and 113 for non-standard characters and special characters that are not acceptable in the CA-EDRS system. If any unacceptable characters are found in these fields upon validation, a red error message will be displayed, indicating characters to be removed or corrected before proceeding.
SpellCheck MI

This option (available only for Physician/Coroner amendments in figure 69) compares the words currently saved in fields 107A, 107B, 107C, 107D, 112, and 113 to the reference lists provided by the NCHS. It does not check MI for accuracy or logic. Note: some correctly spelled terms are not in the list and some foreign spellings are included.
Reports and Exports

ME/Coroners and Deputy Coroners have access to the CA-EDRS report and export functions. Reports and exports are found in the Reporting tab.

Of particular interest is the "Pending DC Aging Report" which returns the records where the manner of death entered into field 119 of the death certificate is Pending Investigation. The "Pending DC Aging Report" lists the records Pending Investigation, the number of days between date of death and the date the report was generated.

Reports

Enter a date range, then select a report from the list, and click Continue (Figure 70). The selected report will be displayed in PDF format.

![Figure 70](image)

To view the MWR Report, enter a LRN range or Date of Registration range, select the MWR Report checkbox, then click Continue (Figure 70). The report will be displayed in PDF format.
Exports

Enter a date range, then select the appropriate export from the list, and click Continue (Figure 72). The web browser will ask the user to save or open the file. Click Save, and store the file on your computer. The file is saved as an .EDRS file in CSV format, with each field separated by a comma. After the file is saved, the file .EDRS extension must be changed to “.CSV”. CSV is a common import/export format that is supported by a vast majority of desktop programs, including Microsoft Access and Excel. To facilitate importing this data, we have produced a Microsoft Access template which is available on the CA-EDRS web site at http://www.edrs.us.

For more information, refer to the CA-EDRS Data Export Specifications: LRD Data Manager version document at http://www.edrs.us (in the User Documentation section).
### Exports

Please select the export you want to run, enter any required parameters, and then press the Continue button.

<table>
<thead>
<tr>
<th>Exports</th>
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<tbody>
<tr>
<td>DC Export</td>
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<tr>
<td>AKA Export</td>
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</tbody>
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**Figure 72**
Appendix

Searches

Additional ways to view a list of records filtered by record criteria...

- **Search by Date of Death:**
  
  Enter the earliest and latest dates of death to search by using the mm/dd/yyyy format or select dates using the calendar icon next to the date of death search field, then click the SEARCH button.

- **Search by Record status:**
  
  Choose one of the following from the Record status dropdown menu, then click the SEARCH button:

  - **ABAND (Abandoned)** – The record has been abandoned because it was not completed within 60 days, or a Registrar abandoned it manually.
  - **COMP (Complete)** – The death certificate is complete and ready to submit.
  - **DUP (Duplicate)** – The death certificate is a duplicate of another record in CA-EDRS.
  - **INC (Incomplete)** – The death certificate is not complete, additional information is required before it may be submitted.
  - **REG LR (Registered by Local Registrar)** – The death certificate has been registered by the Local Registrar, and a Local Registration Number (LRN) has been assigned.
  - **REG SR (Registered by State Registrar)** – The death certificate has been registered by the State Registrar (SR), and a State File Number (SFN) has been assigned.
  - **REG SR W/EX (Registered by State Registrar with exception)** – The death certificate has been registered with exception by the SR, and a SFN has been assigned.
  - **REJECT** – The death certificate has been rejected by the Local or State Registrar.
  - **SUBM LR (Submitted to LR)** – The death certificate has been submitted for local
registration, but has not yet been registered.

**SUBM SR (Submitted to SR)** – The death certificate has been registered locally and submitted to SR for registration, but has not yet been registered by the State of California.

**SUBM SR W/EX (Submitted to SR for registration with exception)** – The death certificate has been registered with exception by the local registrar then submitted to SR for registration with exception. Records with this status are awaiting review by the State Registrar, and are not yet registered with the State of California.

**VOID** – The record has been registered then subsequently voided by the State Registrar.

- Search by Attestation status:

  Choose one of the following from the Attestation status dropdown menu, then click the SEARCH button:

  **MC ATT** – The death certificate has been attested (signed) by physician (medical certifier) in field 115.

  **ME/C ATT** – The death certificate has been attested by the Medical Examiner /Coroner (ME/C) in field 126.

  **ME/C-MC ATT** – The death certificate has been attested by both the ME/Coroner and the physician (medical certifier).

  **UN ATT** – The death certificate is not yet attested.

- Search by Coroner status:

  Choose one of the following from the Coroner status dropdown menu, then click the SEARCH button:

  **ACC** – (Accepted) – The record has been accepted as a coroner case, requiring both a coroner referral number and ME/C attestation.

  **DECL** (Decline) – After reviewing the record, the ME/Coroner has determined that no further action is required. The ME/Coroner is not required to supply a referral number or attestation.

  **NOT REF** – The record has not been referred to the ME/Coroner.

  **REF** – The record has been referred to coroner, but the ME/Coroner has not assigned a coroner status.

  **REV** (Reviewed) – The record has been reviewed by the ME/Coroner and identified as a reportable death requiring only a coroner referral number.
ME/Coroner is not required to attest.

- **Search by MI Review status:**

Choose one of the following from the MI Review status dropdown menu, then click the SEARCH button:

- **ACC (Accepted)** – The medical information (MI) has been reviewed and accepted by the Local Registrar.

- **NOT ACC (Not accepted)** – The MI is not acceptable to the Local Registrar and needs correction.

- **NOT SUBM (Not submitted)** – The MI has not yet been submitted to LR for review.

- **SUBM (Submitted)** – The MI has been submitted, and is awaiting review by the Local Registrar.

- **Search by Amendment status:**

Choose one of the following from the Amendment status dropdown menu, then click the SEARCH button:

- **ABAND (Abandoned)** – The amendment has been abandoned manually by a Registrar or ME/Coroner.

- **COMP (Complete)** – The amendment is complete and ready to submit for registration.

- **INC (Incomplete)** – The amendment has been created, but requires additional information before it may be submitted for registration.

- **REG (Registered)** – The amendment has been registered by the Local or State Registrar, and the LRN and/or SFN have been assigned.

- **REG W/ EX (Registered with exception)** - The amendment has been registered with exception by the Local or State Registrar, and the LRN and/or SFN have been assigned.

- **SUBM (Submitted)** – The amendment has been submitted for registration, however, is not yet registered.

- **VOID (Void)** – The amendment has been registered then subsequently voided by the State Registrar.

- **Search by DC Registration status:**

Choose one of the following from the DC Registration status dropdown menu, then click the SEARCH button:
FULL E-DC (Fully electronic DC) – The death certificate has been submitted for registration in electronic format, and has not been dropped to paper.

INC (Incomplete) – The death certificate is incomplete, and has not been dropped to paper.

PART E-DC (Partially electronic DC) – The death certificate was created electronically then printed using Drop to Paper.

- Search by Amend Reg (amendment registration) status:

Choose one of the following from the Amend Reg status dropdown menu, then click the SEARCH button:

FULL E-AMEND (Fully electronic amendment) – Amendment has been submitted for registration in electronic format, and has not been dropped to paper.

DTP (Drop to Paper) – Amendment was created electronically then printed using Drop to Paper to obtain ink signature(s). (See page ___)

PAPER – Amendment was submitted for registration as a paper document, then entered into CA-EDRS when registered.

Custom Columns

Custom Column options include:

NONE – No Custom Column selected.

SUBM MI DATE- Display date/time record was submitted MI for LR review.

CORONER REF DATE – Display date/time record was referred to coroner.

SUBM LR DATE – Display date/time record was submitted to Local Registrar for registration.

SUBM SR DATE – Display date/time record was submitted for State registration.

SUBM AMND DATE – Display date/time amendment was submitted for registration

AMND REG DATE – Display date/time amendment was registered.

DISP DATE – Display date/time of disposition.
SR DATE – Display date/time registered by State Registrar.

**Contributors**

Special contributions to the production of this guide provided by:

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(list of reviewers)
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